

MONDAY

COMPUTER SELECTION METHODS & CRITERIA

Instructor: Dick H. Brandon

COURSE OBJECTIVE: Provides instruction in the application of currently available techniques for computer selection, including both manual and mechanical methods, and a complete picture of the overall selection process from specification to contract signing.

COURSE OUTLINE

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graph TD; A[Responsibility for Selection] --> B[Requirements of the Feasibility Study]; B --> C[Selection Criteria]; C --> D[Development of Specifications]; D --> E[Request for Proposals]; E --> F[Bidders Conference]; F --> G[Characteristics and Criteria]; G --> H[Software Characteristics]; H --> I[Mechanical Selection Systems]; I --> J[Proposal Validation]; J --> K[Manufacturer Presentation]; K --> L[Throughput Analysis]; L --> M[Ranking]; M --> N[Selection]; N --> O[Final Feasibility]; O --> P[Presentation to Management]; P --> Q[Contract Negotiation]; Q --> R[Contract]; R --> S[Summary];
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Responsibility for Selection

Requirements of the Feasibility Study

Selection Criteria

Development of Specifications

Request for Proposals

Bidders Conference

Characteristics and Criteria

Software Characteristics

Mechanical Selection Systems

Proposal Validation

Manufacturer Presentation

Throughput Analysis

Ranking

Selection

Final Feasibility

Presentation to Management

Contract Negotiation

Contract

Summary

TUESDAY AND WED

COMPUTER OPERATIONS MANAGEMENT & CONTROL

Instructors: A. M. O'Reilly

COURSE OBJECTIVES: Present techniques and disciplines developed for data processing operations. Cover techniques, procedures and forms, and a system for control of data flow.

COURSE OUTLINE

First Day

Operations Control Functions

- Operating Environment
- Effects of Mission on Operations
- Operations Planning
- Control Requirements
- Responsibility for Control
- Functions Related to Organization Size

Control of Workload

- The Effects of Scheduling
- Scheduling Procedures
- Expediting Procedures
- Machine Usage Analysis—Batch Processing
- Machine Usage Analysis—On-Line Processing
- Priority Systems and Operating Software
- Internal Control Procedure

MEASURING EDP PERFORMANCE

Instructor: Max Gray

COURSE OBJECTIVE: Identifies elements to be analyzed and presents methods for measuring them in terms required for review of present capability, planning future resource requirements, establishing progress toward installation goals, and planning for a conversion to new hardware.

COURSE OUTLINE

Objectives of the Operations Analysis

Planning for Operations Analysis

Personnel Analysis

- Skills Inventory
- Experience Matrix
- Work Load Assessment
- Qualifications
- Staffing Patterns
- Policy

Organization Analysis

- Location
- Structure
- Relationships
- User Communication

Equipment Analysis

- Utilization
- Systems Balance
- Control

Analysis of Methodology

- Systems
- Programming
- Operations
- Management Control

Applications Analysis

- Current Efficacy
- Short Range Workload
- Future Plan
- Resource Requirements

Budget Analysis

- Cost Effectiveness
- Budget and Cost Planning

Comparative Analysis

- Operating Ratios
- Personnel Ratios
- Performance Evaluation

Documenting the Analysis

Presentation to Management



REGISTRATION AND FEES: Registrations are accepted by mail or telephone at both the Washington, D.C. and New York offices. Fees, including luncheons and course materials, are:

One Day Course:	\$110	Three Day Unit:	\$200
Two Day Course:	\$155	Four Day Unit:	\$245

A three day unit is made up of a one day and two day course. A four day unit is made up of both one day courses and the two day course. Different persons from an organization may be registered for courses in a unit. Classes begin at 9:00 a.m. and continue through 5:00 p.m.

WASHINGTON COURSES

Courses will be given in the Mayflower Hotel, Connecticut Avenue at DeSales Street, N.W., Washington, D.C. 20036. The meeting room will be posted in the lobby. The Mayflower has set aside a block of rooms for student registration at \$18 a day for single and \$23 a day for double rooms. The hotel phone is (202) DI 7-3000.

NEW YORK COURSES

Courses will be given at the Biltmore Hotel, Madison Avenue at 43rd Street, New York, N.Y., 20017. The meeting room will be posted in the lobby. The Biltmore has set aside a block of rooms for student registration at \$16.95 for single and \$21.95 for double rooms. The hotel phone is (212) MU 7-7000.

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COMPUTER SELECTION METHODS & CRITERIA

Washington, D. C.
March 20
New York, N. Y.
March 27

COMPUTER OPERATIONS MANAGEMENT & CONTROL

Washington, D. C.
March 21-22
New York, N. Y.
March 28-29

MEASURING EDP PERFORMANCE

Washington, D. C.
March 23
New York, N. Y.
March 30

data processing seminars

INSTRUCTORS

**Dick H. Brandon, President
Brandon Applied Systems, Inc.**

Mr. Brandon has directed data processing consulting activities for eight years. Prior to this, Mr. Brandon supervised a programming section of a major manufacturer of computing equipment. Mr. Brandon's original experience in data processing was obtained as a Senior Industrial Engineer with a manufacturing company, where he set up a unique punch card installation for production and inventory control. His background includes management of programming and operating personnel, the development of unique standards for methods and performance of data processing personnel, and the training of management, supervisory, and technical personnel. Mr. Brandon is the author of the only book on data processing standards, and has contributed to numerous professional magazines and other publications.

**A. M. O'Reilly, Senior Consultant
Brandon Applied Systems, Inc.**

Mr. O'Reilly is a specialist in data processing management. He has concentrated in areas of organization planning, preparation of equipment specifications, evaluation and selection of equipment, implementation of methods and standards for programming and systems staffs, long-term budgetary planning, and design and implementation of data processing applications. His background includes supervision of programmers, systems analysts, operating personnel and management, and auditors and technical staffs.

**Max Gray, Vice President—Operations
Brandon Applied Systems, Inc.**

Mr. Gray is a specialist in installation management. His areas of concentration include the development of methods and performance standards, evaluation of installation performance, evaluation and selection of equipment, and design and implementation of data processing applications. During ten years in data processing, Mr. Gray's practical experience has encompassed the administration of complex planning and development projects, supervision of programming and operating personnel, and organization of managerial and technical training programs.